



General Fund Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor for Value Based Contracts

Last Updated 8/4/16



**ASA
(FM&C)**



What is Supplier Self-Services (SUS)?

- **SUS is a Vendor Portal**

- **Maintains WAWF as the single face to industry for DoD invoicing**
 - User ID management and secure provisioning by CAGE remains in WAWF
 - Seamlessly logs vendor into SUS based on assigned Pay Office
 - “One-Stop” interface developed by WAWF
 - Summary data updated in WAWF for a consolidated view for all of DoD
- **Utilizes standard GFEBS functionality**
 - Improves Army end-to-end visibility and auditability
- **Defaults GFEBS PO obligation data to the vendor**
 - Pre-populates vendor invoice data with pre-validated GFEBS data
 - o Allows for identification of errors early in the process
 - Vendors to validate PO accurately reflects contract terms immediately after award
 - o Vendor input restricted to prevent conflict with contract
 - I.e. can input Quantity, but cannot change fields like Unit of Measure or Unit Price
 - Provides vendor integrated, real time visibility of open amount and invoice processing status
 - Prevents delay in acceptance posting in GFEBS
 - Eliminates manual intervention to improve auditability
 - Reduces interest penalties

3 Main Steps for Vendor to Submit SUS Invoice for Goods (or Quantity based)

The screenshot displays the SAP Supplier Self-Service interface for creating an ASN (Advanced Shipping Notice) for quantity shipped/delivered. The interface is divided into several sections:

- General Information:** Includes fields for Purchase Order ID (4550000000), Number (1000001190), Name (W37HEB16C0324), Date (08/01/2016), and Status (New). It also shows Terms of Payment (Payment in Days: 30) and Terms of Delivery (Incoterms).
- Item Overview:** A table showing items with columns for Number, CLIN, and Quantity. The table contains three rows: 10 (0001), 20 (0002), and 30 (0003).
- Partner Information:** Includes fields for Partner Number (259), Sold-to Party (259), and Ship-to Address (259).
- Process ASN:** A section for creating the ASN, with fields for Number (3000000943), Name (W37HEB16C0324), Date (08/02/2016), and Status (Created). It also shows Delivery Information (Delivery Date (Expected): 08/02/2016, Shipping Date: 08/02/2016, Means of Transport: [dropdown], Transport ID Code: [dropdown], Bill of Lading: [dropdown]).
- Message to Purchaser:** A section for sending a message to the purchaser.
- Attachments:** A section for attaching documents.
- Basic Data:** Includes fields for Number (5000000032), Name (W37HEB16C0324), Date (08/02/2016), External Reference No. (4550000000), and Status (In Process). It also shows Unplanned Delivery Costs (0.00 USD).
- Item Overview (Table):**

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Extens
10	0001	AA	AB	Material	Product	House Parts	150	each	150.00 USD	Tax Exempt	45
							Net Value				
							Unplanned Delivery Costs				
							Gross Price				
- Partner Information (Table):**

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax
Sold-to Party	259	UNITED STATE						
Ship-to Address	259	224 TC TR - REAR HD	BLDG 1610 PATCH ROAD	2304-0000	PORT BLUETTIS			

1. Process or Acknowledge award/change

- Only for initial award or mod
- Must acknowledge (or reject) before

2. Create ASN for quantity shipped/delivered

- Select “Propose Quantity” to default open amount
- Enter quantity per CLIN

3. Update invoice reference and send invoice

- Reference must contain CAGE code
- CLIN quantity and amounts defaulted from ASN
- Accepted amount must match invoice for payment certification

Same screens for normal WAWF invoice entry and SUS

WideAreaWorkFlow
e-Business Suite 5.7.3

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WARNING!

Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

Accept 1

Log into WAWF, the DoD single face to industry for submitting invoices, as normal

Sam



WideAreaWorkFlow

e-Business Suite 5.7.3

Register

Help/Training

Certificate Login

Certificate Login

User ID Login

User ID

TESTVENDOR2

Password

.....

Login

2

Forgot your User ID? Forgot your Password?

System Messages

(2015-08-27 00:00:00) System: All Subject: WAWF Training **Action Required! Critical! Message For: All Users**

The WAWF training site is now available. Please now use the regular training site <https://wawftraining.eb.mil>

(2015-07-17 00:00:00) System: All Subject: CORT Tool **Message For: All Users**

The Army migration to the CORT Tool has been delayed. The PMO will be deactivating the Army structure on 7/17/2015. Army CORT Tool users should delay their registration/request for access until after Oct 1, 2015. In the instance that immediate access is required prior to Oct 1, 2015 please call the WAWF Help Desk at 1 866 618-5988. Your contact information will be provided to the CORT PMO for consideration to approve access under OSD.

(2015-06-08 00:00:00) System: All Subject: WAWF eBusiness Suite

Assistance Action Required! Message For: All Users

For assistance with the WAWF e-Business Suite, refer to 'Government Customer



Enter user ID and password
Management of allowed users remains with WAWF administrator

WideAreaWorkFlow

e-Business Suite 5.7.3

User - Security -

User ID:

Welcome to Wide Area Work Flow e-Business Suite

3



Initiated, Received,
Accepted, and
Entered Transfer
Control (iRAPT)



Electronic Document
Access

System Messages

Select "iRAPT"

iRAPT (formerly WAWF)

User	Vendor	Documentation	Lookup	Exit
<div>Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)! This application was formerly known as Wide Area Workflow (WAWF). Please start by selecting one of the links from the menu above.</div>				

4

Create Document

History Folder

Rejected Receiving Reports Folder

Rejected Invoices Folder

Correction Required Folder

Documentation Required Folder

Saved Documents Folder

Pure Edge Folder

Once in iRAPT, select **“Vendor”** and **“Create Document”**

Same

IRAPT (formerly WAWF)

UserVendorDocumentationLookupExit

Vendor - Create Document

Contract Info

CAGE Code / DUNS / DUNS+4 / Ext. *	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
1NEB0073708422/ 5	Y 6	DoD Contract (FAR) 7	W9124712P00 8		N

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
		YYYY/MM/DD	YYYY/MM/DD	EDA IRAPT

[=] Advanced Search Criteria for IRAPT

NOTE: You must either enter a Contract Number or select one from the search results.

9

NextResetHelp

CAGE / DUNS number defaults from logon
Enter contract number type, contract number and delivery order Select “**Next**”

Same

IRAPT (formerly WAWF)

User Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAC

INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	W9124712P0091		0L524	555905108			HQ0678

* = Required Fields

DoD Contract (FAR)

11

Next Previous Reset Help

Contracting awards (or modifies administratively) to the new SUS Pay Official = HQ0678 Pay Official HQ0678 directs user to GFEBS P2P for SUS invoice entry instead of WAWF Select "Next"

****NEW****

IRAPT (formerly WAWF)

User Vendor Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAC

Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
Y		DoD Contract (FAR)	W9124712P0091		0L524	555905108			HQ0678

* = Required Fields

The entered Pay DoDAAC (HQ0678) designates GFEBSP2P as the payment system. GFEBSP2P is part of the Department of Defense's Procure-to-Pay initiative.

Please click below to enter GFEBSP2P to create your document

Open GFEBSP2P in new window 12

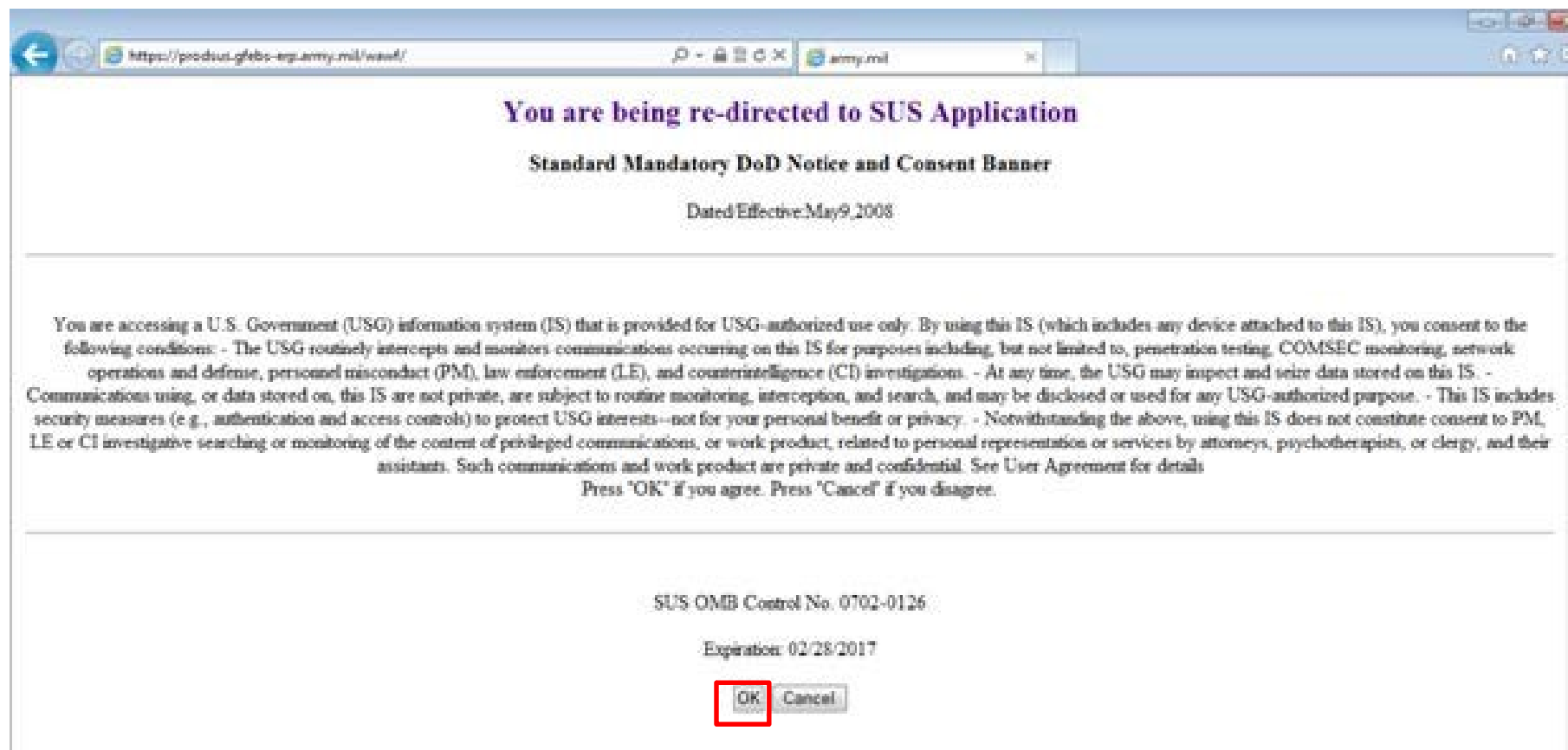
Select "Open GFEBSP2P in new window"

Red Message above given to identify pilot

NOTE: SUS is a component of the Army Procure-to-Pay (P2P) pilot

Next Previous Reset Help

NOTE: First logon will return an error message since sending logon information to SUS Please close error screen and re-try



Read notice and select “**OK**” to be directed to SUS

NOTE: First logon will return an error message since sending logon information to SUS Please close error screen and re-try from step #12

Contract number entered in WAWF will direct user to the associated SUS document or list of POs tied to the contract, from which the correct Delivery Order can be selected. PO data is replicated from GFEBS for use to confirm service performed & invoice

Supplier Self-Service

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order

Purchase Order: 4550000601

Process Display History Display Document Flow Print Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4550000601

Number: 1000000

Name: W37HE

Date: 08/01/2016

Status: New

Follow-On Documents:

1 2 3

Purchase Order Response Confirmation Invoice

Item Overview

Expand All Collapse All

	Number	CLIN	SLIN	ACRN	Status	Product	Short Text	PO Quantity	Purchase Order V...	Confirmed Quantity	Required on	Confirmed for
▼	1	0001	AA	AA	In Process		Mowing	1,000 Activ.unit	50,000.00 USD	0.000 Activ.unit	09/19/2016	
└	1.1	0001	AA	AA	In Process		Mowing	5,000 Acre	50,000.00 USD	0 Acre		
▼	2	0002	AB	AA	In Process		Trimming	1,000 Activ.unit	30,000.00 USD	0.000 Activ.unit	09/19/2016	
└	2.1	0002	AB	AA	In Process		Trimming	30,000.000 Activ.unit	30,000.00 USD	0.000 Activ.unit		
							Net Value (Unconfirmed Items)				80,000.00 USD	
							Net Value (Confirmed Items)				0.00 USD	
							Net Value (Total of all Items)				80,000.00 USD	

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH ROAD		23604-5000	FORT EUSTIS			

1. Select “**Process**” to prepare Acknowledgment of the PO or change

NOTE: “Process” button will only appear for a new or changed PO Must acknowledge (or reject) before can create confirmation

Basic (or header) data is shown with item information of awarded contract

Purchase Order: 4550000601

Send Save Cancel Update Prices Display History Print Download

Communication and Collaboration

Attachments

Add Attachment

No Attachments Available

General Information

Basic Data

Purchase Order ID: 4550000601

Number: 1000001191

Name: W37HES16C0325

Date: 08/01/2016

Status: In Process

Follow-On Documents:

1 2 3

Purchase Order Response Confirmation Invoice

Terms of Payment

Payment in Days 30

Discount in %

Terms of Delivery

Incoterm Location

Item Overview

Confirm All Items Reject All Items Reset All Items Expand All Collapse All

	Number	CLIN	SLIN	ACRN			Status	Product	Short Text	PO Quantity	Purchase Or...	Confirmed Q...	Unit of Measure	Required on	Confirmed for
▼	1	0001	AA	AA			In Process		Mowing	1,000 Activ unit	50,000.00 USD	1,000	Activ unit		09/19/2016
└	1.1	0001	AA	AA			In Process		Mowing	5,000 Acre	50,000.00 USD	5,000	Acre		
▼	2	0002	AB	AA			In Process		Trimming	1,000 Activ unit	30,000.00 USD	1,000	Activ unit		09/19/2016
└	2.1	0002	AB	AA			In Process		Trimming	30,000.000 Activ	30,000.00 USD	30,000.000	Activ unit		
Net Value (Unconfirmed Items)													80,000.00 USD		
Net Value (Confirmed Items)													0.00 USD		
Net Value (Total of all Items)													80,000.00 USD		

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH RO...		23604-5000	FORT EUSTIS			

- PO will show 2 lines for each service CLIN with unit of measure AU (activity unit) and amount
- Review PO CLIN data to make sure amount matches award

NOTE: Any errors on PO data should be reported to Contracting Officer for

If any lines exist that are already fully invoiced, select **“Reject”** for those only and **“Send”** If all lines are open and correct, select **“Confirm all items”**

Purchase Order: 4550000601

Communication and Collaboration

Attachments

☒ No Attachments Available

General Information

Basic Data

Purchase Order ID: 4550000601
 Number: 1000001191
 Name: W37HES16C0325
 Date: 08/01/2016
 Status: In Process

Follow-On Documents:

1 — 2 — 3
 Purchase Order Response Confirmation Invoice

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Item Overview

	Number	CLIN	SLIN	ACRN			Status	Product	Short Text	PO Quantity	Purchase Or...	Confirmed Q...	Unit of Measure	Required on	Confirmed for
▼	1	0001	AA	AA			Confirmed		Mowing	1,000 Activ.unit	50,000.00 USD	1,000	Activ.unit		09/19/2016
└	1.1	0001	AA	AA			Confirmed		Mowing	5,000 Acre	50,000.00 USD	5,000	Acre		
▼	2	0002	AB	AA			Confirmed		Trimming	1,000 Activ.unit	30,000.00 USD	1,000	Activ.unit		09/19/2016
└	2.1	0002	AB	AA			Confirmed		Trimming	30,000.000 Activ	30,000.00 USD	30,000.000	Activ.unit		
													Net Value (Unconfirmed Items)		
													80,000.00 USD		
													Net Value (Confirmed Items)		
													0.00 USD		
													Net Value (Total of all Items)		
													80,000.00 USD		

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH RO...		23604-5000	FORT EUSTIS			

Status will update to “Confirmed”
Select “**Send**” to submit

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order

Info: Your changes have been adopted successfully

Purchase Order: 4550000601

Create Confirmation | Display History | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4550000601

Number: 1000001191

Name: W37HES16C0325

Date: 08/01/2016

Status: Confirmed

Follow-On Documents:

1 2 3

Purchase Order Response Confirmation Invoice

Terms of Payment

Payment in Days: 30

Discount in %

Terms of Delivery

Incoterm

Location

Item Overview

Expand All Collapse All

	Number	CLIN	SLIN	ACRN	Status	Product	Short Text	PO Quantity	Purchase Order ...	Confirmed Quantity	Required on	Confirmed for
▼	1	0001	AA	AA	Confirmed		Mowing	1,000 Activ.unit	50,000.00 USD	1,000 Activ.unit	09/19/2016	09/19/2016
└	1.1	0001	AA	AA	Confirmed		Mowing	5,000 Acre	50,000.00 USD	5,000 Acre		
▼	2	0002	AB	AA	Confirmed		Trimming	1,000 Activ.unit	30,000.00 USD	1,000 Activ.unit	09/19/2016	09/19/2016
└	2.1	0002	AB	AA	Confirmed		Trimming	30,000.000 Activ.unit	30,000.00 USD	30,000.000 Activ.unit		
							Net Value (Unconfirmed Items)				0.00 USD	
							Net Value (Confirmed Items)				80,000.00 USD	
							Net Value (Total of all Items)				80,000.00 USD	

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH RO...		23604-5000	FORT EUSTIS			

Message returned and shown at the top of page to indicate a successful posting

2. Now able to select “**Create Confirmation**” to notify acceptor of services performed (similar to WAWF Receiving Report)

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process Confirmation

Confirmation: 4000002320

Confirm Save Cancel Print Download

Communication and Collaboration

General Information

Basic Data

Confirmation: 4000002320
 Name: W37HES16D04112016
 Date: 08/02/2016
 Purchase Order No.: 4550000437
 Status: Created

Service Information

Service Agent Name:
 Service Location:

Item Overview

Expand All Collapse All Select All Deselect All Propose Outstanding Quantities Update Prices

	Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Mea...	Quantity Or...	Open	Net Value		Item Selecti...
▼	1	0002	BC	BB	In Process				160411 SU...					0.00 USD		<input type="checkbox"/>
└	1.1	0002	BC	BB	In Process		Service	Standard Line	160411 SU...		Activ unit	1,500.000 Activ	1,497.000 Activ	0.00 USD		<input checked="" type="checkbox"/>
Net Value														0.00 USD		

Partner Information

Partner	Number	Name	Street	House Number
Sold-to Party	259	UNITED STATE		
Ship-To Address	259	8 PO BN B CO ABN ...	BLDG J 2050 COOK ST	

- Confirmation defaults to Quantity blank.
- In “**Quantity**” field, enter the **amount** of the service performed for each Contract CLIN / SLIN
- **NOTE:** Common error to enter “1 Activity unit” which is only for \$1.00.
- The “**Propose Outstanding Quantities**” button will populate selected line items with all Quantity that has not yet been delivered.
- **NOTE:** if calculated open amount is incorrect, contact COR/Acceptor

Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Process Confirmation

Confirmation: 4000002323

Confirm Save Cancel Print Download

Communication and Collaboration

General Information

Basic Data

Confirmation: 4000002323
 Name: W37HES16D04112016
 Date: 08/02/2016
 Purchase Order No.: 4550000437
 Status: Created

Item Overview

Expand All Collapse All Select All Deselect All Propose Outstanding Quantities Update Prices

	Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Meas...	Quantity Or...	Open	Net Value		Item Selection
▼	1	0002	BC	BB	In Process				160411 SU...					0.00 USD		<input type="checkbox"/>
└	1.1	0002	BC	BB	In Process		Service	Standard Line	160411 SU...	500	Activ unit	1,500.000 Activ	1,497.000 Activ	0.00 USD		<input type="checkbox"/>
Net Value														0.00 USD		

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	8 PO BN B CO ABN ...	BLDG J 2050 COOK ST		28310-5000	FT BRAGG			

Message displayed at the top stating the confirmation completed successfully.

NOTE: Yellow warning messages are informational and can be ignored.

Now ready to “Create Invoice” from the Confirmation

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation

Info: Your changes have been adopted successfully

Confirmation: 4000002323

Create Invoice Copy Display Document Flow Print Download

Communication and Collaboration

General Information

Basic Data					Service Information				
Confirmation:	4000002323				Service Agent Name:				
Name:	W37HES16D04112016				Service Location:				
Date:	08/02/2016								
Purchase Order No.:	4550000437								
Status:	Accepted by Customer								

Item Overview

Expand All Collapse All

	Number	CLIN	SLIN	ACRN	Status	Product	Product Type	Line Type	Description	Quantity	Quantity Ordered	Open	Net Value
▼	1	0002	BC	BB	Accepted				160411 SUS Se...				500.00 USD
└	1.1	0002	BC	BB	Accepted		Service	Standard Line	160411 SUS Se...	500.000 Activ.unit	1,500.000 Activ.unit	1,497.000 Activ.unit	500.00 USD
							Net Value					500.00 USD	

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	8 PO BN B CO ABN P...	BLDG J 2050 COOK ST		28310-5000	FT BRAGG			

NOTE: **DO NOT** change quantities on invoice since it must match Confirmation for payment certification.

If incorrect, “Cancel” before sending invoice, then go back and “Cancel Confirmation”.

Create a new SC for the corrected quantity delivered, then submit a

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Process Invoice

Process Invoice: 5000000931

Send Save Cancel Update Prices Print Download

Communication and Collaboration

Message to Purchaser

General Information

Basic Data

Number: 06/02/2016
 Name: 4550000437
 Date: 0
 External Reference No.: In Process
 Status: 0.00 USD

Unplanned Delivery Costs: 0.00 USD

Purchasing Vendor: SUSQ0411
 Invoicing Party: SUSQ0411

Item Overview

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	External Referen...	Purchase Order I...	
10	0002	BC	BB			160411 SUS Ser...	1.000	Activ.unit	500.00	USD	Tax Exempt	4550000437	
									Net Value	500.00 USD			
									Unplanned Delivery Costs	0.00 USD			
									Tax	0.00 USD			
									Gross Price	500.00 USD			

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	0008 PO BN B CO AB...	BLDG J 2050 COOK ST		28310-5000	FT BRAGG			

A system generated number is assigned to the invoice –
 It may be changed to an internal vendor reference number to help recognize your payment.
 This number will be provided on the payment addenda record.

Invoice is prepopulated with amount submitted on Service Confirmation (SC).

DO NOT change amount on invoice since it must match SC for payment certification.

If incorrect, “Cancel” before sending invoice, then go back and “Cancel

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Display Invoice

Info: Your changes have been adopted successfully

Display Invoice: 5000000931

Set Status | Copy | Create Credit Memo | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Number:	5000000931
Name:	W37HES16D04112016
Date:	08/02/2016
External Reference No.:	4550000437
Status:	Document Sent
Status (New):	Accepted by Customer
Unplanned Delivery Costs:	0.00 USD

Purchasing Vendor	Invoicing Party
SUSQ0411	SUSQ0411

Message Invoice successfully processed

Acceptor is notified of confirmation submitted Acceptor has 7 days to accept or reject

Once confirmation accepted, scroll down in SUS Display Invoice to

“Check Payment Status”

Terms of Payment

Date	Invoiced Amount	Paid Amount	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
------	-----------------	-------------	-----------------	---------------------	----------------	-------------	------------------	--------------------

Payment may not yet have been made

Check Payment Status

Invoice submission complete.

Invoice will show “**Submitted**” with GFEBs document number for verification WAWF vendor folder is also updated hourly

Terms of Payment									
Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Paid	5105601751	PAID	03/05/2012	08881234		

Purchase Order

Search

[Advanced Search](#)



All Purchase Orders

New (0)
In Process (0)
Confirmed



All Sched.Agreemt Releases

New (0)
In Process (0)



All ASNs

Create



All Confirmations

Accepted
Partially Accepted
Rejected



All Goods Receipts

All Canceled Goods Receipts

All Return Deliveries



All Invoices and Credit Memos

Accepted
Rejected
Create

Optional Steps:

Select **“Home”**

Select **“All Purchase Orders”** or **“All Invoices”**

to view a listing

Optional: Select “Display Document Flow” to view listing of all posted documents tied to Purchase Order

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Confirmation > Display Invoice

Info: Your changes have been adopted successfully

Display Invoice: 5000000931

Set Status | Copy | Create Credit Memo | **Display Document Flow** | Print | Download

Communication and Collaboration

General Information

Basic Data

Number: 5000000931
 Name: W37HES16D04112016
 Date: 08/02/2016
 External Reference No.: 4550000437
 Status: Document Sent
 Status (New): Accepted by Customer
 Unplanned Delivery Costs: 0.00 USD

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Purchasing Vendor: SUSQ0411 Invoicing Party: SUSQ0411


Supplier Self-Services Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	3000000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	5000000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	4000002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	5000000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	4000002172	W37HES16D04112016	04/11/2016	New	1.11 USD
Shipping Notif.	3000000942	W37HES16D04112016	08/02/2016	Sent	0.00
Invoice	5000000930	W37HES16D04112016	08/02/2016	Document Sent	4.44 USD

Optional: Select **“Print”** to view/save a PDF of your shipping document or invoice

Supplier Self-Services Home | Find | Help | FAQ | Log off 

Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow > Display ASN

Display ASN: 3000000942

Create Invoice | Copy | Display Document Flow | **Print** | Download

General Information

Basic Data		Delivery Information	
Number:	3000000942	Delivery Date (Expected):	08/02/2016 08:00
Name:	W37HES16D04112016	Shipping Date:	08/02/2016 08:00
Date:	08/02/2016	Means of Transport:	<input type="text"/>
Status:	Sent	Transport ID Code:	<input type="text"/>
		Bill of Lading:	<input type="text"/>

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Purchase Order No.	Purchase Order Item
10	0001	AB	AA		160411 SUS Item	4 each	4550000437	10

Partner Information

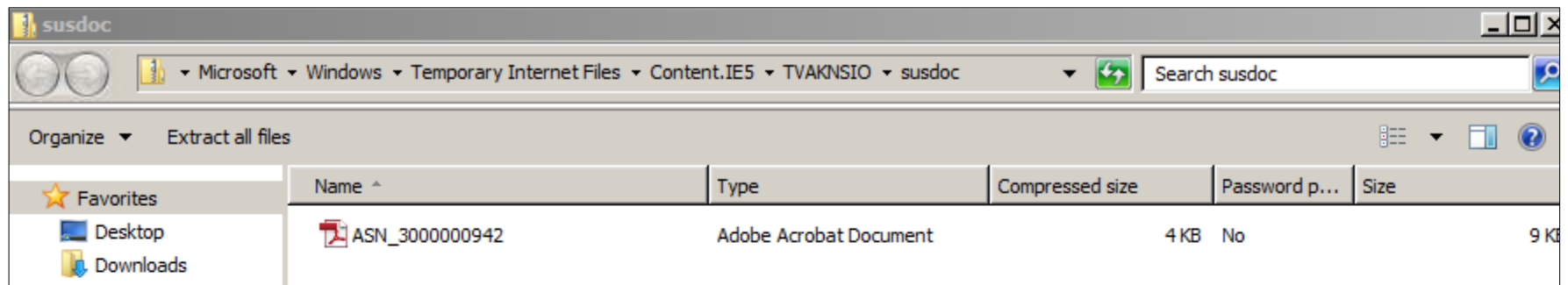
Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	8 PO BN B CO ABN P...	BLDG J 2050 COOK ST		28310-5000	FT BRAGG			

Do you want to open or save **susdoc.zip** (1.99 KB) from **sapqr4ci.gfebs.altess.army.mil**?

Open

Save

Cancel





Supplier Inc.
5555 Kingstowne Village Parkway
ALEXANDRIA VA 12345
USA

Shipping notification

Information

Description: W37HES16D04112016
Shipping notification number: 3000000942
Date: 08/02/2016
Contact person: Supplier Inc.
Telephone: 123-123-5678
Fax:
E-mail: supplier@mail.mil

Ship-to address

UNITED STATE
0000000259
USA

Example PDF ASN

Delivery information

Bill of lading	Means of transport	Transport ID
Delivery date	Delivery time	Shipping date
08/02/2016	08:00:00	08/02/2016

Shipping notification details

Item	Product number	Description	Product type	Revision level	Quantity	Unit
	Order number/item	Supplier product no.				
10	160411	SUS Item	Material		4	EA
	4550000437/0000000010					

Vendor System Requirements

- **Internet Access**
- **WAWF user id**
 - **ID assigned to CAGE code for contract award**
 - **Pay Office on contract is assigned HQ0678 for Army GFEBS SUS**
 - Will route user to GFEBS SUS vendor portal
- **Internet Explorer**
 - **Under Tools > Compatibility View Settings**
 - Must add "Army.mil"

SUS Support Contact Information

General Fund
Enterprise Business System
(GFEBS)

For Technical SUS help, the GFEBS Helpdesk may be contacted via e- mail at army.gfebs.helpdesk@mail.mil or by phone 866-757-9771.

Second contact SUS Pilot Support team at [usarmy.pentagon.hqda-asa- fm.mbx.sus@mail.mil](mailto:usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil)

WAWF Notification & Vendor Folder updated

Within approximately 1 hour, should receive E-Mail from WAWF providing Confirmation #

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]
Sent: Tuesday, March 06, 2012 12:59 PM
To:
Subject: W9124712P0092\\4YQA3\\RR\\4000000233\\GFEBSP2P\\Accepted

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date: 2012-03-06T00:00:00.000 0000

Processed Date:

Contract Number: W9124712P0092

Delivery Order:

Vendor CAGE\\Ext: 4YQA3

Shipment Number: 4000000233

Shipment Date:

Invoice Number:

Invoice Date:

Has been Accepted on . Status is Accepted.

Thank you for your prompt attention.

Access the site at <https://python.nit.disa.mil>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

E-Mail from WAWF to vendor showing Invoice Posted in WAWF History

From: RA2NOREPLY@ecedi.nit.disa.mil [RA2NOREPLY@ecedi.nit.disa.mil]

Sent: Tuesday, March 06, 2012 3:21 PM

To:

Subject: W9124712P0092\\4YQA3\\CI\\5000000100\\GFEBSP2P\\Processed

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Contract Number: W9124712P0092

Delivery Order:

Vendor CAGE\\Ext: 4YQA3

Shipment Number:

Shipment Date:

Invoice Number: CAGE-
123456

Invoice Date: 2012-03-06

Has been Processed on . Status is Processed.

Thank you for your prompt attention.

Access the site at <https://python.nit.disa.mil>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Vendor Documents from Active Folder for '4YQA3' (2 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Pack/Transportation	Invoice Number	Submitted	Received	Status
1	GFEBSP2P	Invoice	4YQA3	809144996			W9124712P0092											5000000100		2012-03-06	Processed
2	GFEBSP2P	Receiving Report	4YQA3	809144996			W9124712P0092		4000000233	2012-03-06			Submitted								

WAWF History shows Receiving Report for Confirmation and Invoice

Vendor Documents from Active Folder for '4YQA3' (1 items, sorted by Contract Number)

Item	System	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	GFEBSP2P	Receiving Report	4YQA3	809144996			W9124712P0092		4000000233	2012-03-06		2012-03-06	Accepted

WAWF Receiving Report status updated “Accepted” when Acceptor posts in GFEBSP WAWF Invoice status updated to “Processed” when posts in GFEBSP